

Information Paper

Questionnaires Used in the Labour Force Survey

2004

Information Paper

Questionnaires Used in the Labour Force Survey

2004

Dennis Trewin Australian Statistician ABS Catalogue No. 6232.0

ISBN 0 642 47776 0

© Commonwealth of Australia 2004

This work is copyright. Apart from any use as permitted under the *Copyright Act* 1968, no part may be reproduced by any process without prior written permission from the Commonwealth. Requests and inquiries concerning reproduction and rights in this publication should be addressed to The Manager, Intermediary Management, Australian Bureau of Statistics, Locked Bag 10, Belconnen ACT 2616, by telephone (02) 6252 6998, fax (02) 6252 7102, or email:

<intermediary.management@abs.gov.au>.

In all cases the ABS must be acknowledged as the source when reproducing or quoting any part of an ABS publication or other product.

Produced by the Australian Bureau of Statistics

INQUIRIES

■ For further information about these and related statistics, contact the National Information and Referral Service on 1300 135 070 or Peter Bradbury on Canberra (02) 6252 6565.

CONTENTS

	page
INTRODUCTION	
	Overview
	Labour Force Survey data
	Survey methodology
DEFINITIONS USED IN THE L	ABOUR FORCE SURVEY
	The labour force framework
	Employed
	Unemployed
	Not in the labour force
THE LABOUR FORCE SURVEY	QUESTIONNAIRE
	Overview
	Historical questionnaire developments
	The current questionnaire — implemented in February 2003
	Computer assisted interviewing
GUIDELINES FOR FOLLOWING	THE QUESTIONNAIRE
	Overview
	Identifying labour force status
	Questionnaire conventions
FURTHER INFORMATION	
	Related publications
	Contact officer
APPENDIX	
	Major changes to the Labour Force Survey
ATTACHMENT	
	Sample Labour Force Survey questionnaire

INTRODUCTION

OVERVIEW

This paper discusses the major underlying concepts and questions used in the Labour Force Survey (LFS) component of the Monthly Population Survey (MPS), and describes recent changes made to the questionnaire. A copy of the current questionnaire, introduced in February 2003, is attached.

The Australian Bureau of Statistics (ABS) has been conducting the LFS since November 1960. The survey was conducted quarterly, in February, May, August and November, from 1960 to 1977. The survey was initially restricted to state capital cities only, with quarterly national surveys commencing in February 1964. The national survey has been conducted on a monthly basis since February 1978.

LABOUR FORCE SURVEY DATA

Estimates from the LFS of the number of employed and unemployed people, the unemployment rate and the labour force participation rate are of considerable interest each month. The rate of change in the level of employment is a key indicator of the pace of economic growth. The unemployment rate (the proportion of the labour force who are unemployed) is the main measure of unutilised labour, while the participation rate (the proportion of the population in the labour force) reflects changes in total labour availability.

The LFS also collects a range of other information about the population. For employed people, information is collected on whether they work full time or part time, and their industry, occupation, hours worked and status in employment. For people who are curently unemployed, the survey collects information about whether they are looking for a full-time or part-time job, how long they have been unemployed, and the characteristics of their last job (industry, occupation and reason for leaving). The survey also collects personal characteristics such as sex, age, marital status, relationship in household, participation in school and tertiary education, birthplace and year of arrival in Australia. Estimates of the labour force characteristics of families are also produced from the LFS.

The LFS is one component of the MPS. In most months, additional questions are added to the end of the LFS component. These additional questions are known as supplementary surveys, and provide a range of statistics about particular sub-groups of the population. For further information on supplementary surveys please contact Assistant Director, Supplementary Surveys, on Canberra — (02) 6252 6660.

Estimates from the LFS are published monthly, initially in *Labour Force, Australia* (cat. no. 6202.0) and later in the more detailed *Labour Force, Australia, Detailed - Electronic Delivery* (cat. no. 6291.0.55.001). More detailed estimates are available on request.

SURVEY METHODOLOGY

The LFS is based on a multi-stage area sample of private dwellings (currently about 30,000 houses, flats, etc.) and a list sample of non-private dwellings (hotels, motels, etc.), and covers about 0.45% of the population of Australia — see *Information Paper: Labour Force Survey Sample Design* (cat. no. 6269.0) for further information on how the LFS sample is designed.

INTRODUCTION continued

SURVEY METHODOLOGY continued

The survey is generally conducted during the two weeks beginning on the Monday between the 6th and the 12th of each month. The information obtained relates to the week before the interview (that is, the reference week). Selected dwellings remain in the survey for eight consecutive months.

The LFS includes all persons aged 15 years and over except:

- members of the permanent defence forces;
- certain diplomatic personnel of overseas governments, customarily excluded from census and estimated population counts;
- overseas residents in Australia; and
- members of non-Australian defence forces (and their dependants) stationed in Australia.

The information is obtained from the occupants of selected dwellings by specially trained interviewers, using face-to-face and telephone interviewing. Information about each household member in scope of the LFS is generally collected from one adult member of the household. Coverage rules are applied to ensure that each person is associated with only one dwelling, and hence has only one chance of selection.

Interviewers receive training in interviewing practices and techniques, and are required to ask questions exactly as they appear on the LFS questionnaire, in order to ensure consistency of approach in all interviews.

Interviewers are also instructed as to the significance of the questions in relation to the objectives of the survey so that they can help respondents to relate the questions to their particular circumstances. This training equips interviewers to obtain the cooperation of respondents, and to collect objective, accurate responses to the questions.

DEFINITIONS USED IN THE LABOUR FORCE SURVEY

THE LABOUR FORCE

The labour force framework classifies the in-scope population according to their labour force status (that is, employed, unemployed, or not in the labour force). The employed and unemployed categories together make up the labour force, which gives a measure of the number of persons contributing to, or willing to contribute to, the supply of labour at the time of the survey.

Labour force definitions used by the ABS align closely with international standards and guidelines as specified by the International Labour Organisation (ILO). The definitions of employed, unemployed and not in the labour force used by the ABS are outlined below. More detailed concepts and definitions may be obtained from *Labour Statistics:*Concepts, Sources and Methods, which is available on the ABS web site

<www.abs.gov.au> (Themes — Labour).

EMPLOYED

Employed persons are those aged 15 years and over who, during the reference week:

- worked for one hour or more for pay, profit, commission or payment in kind in a
 job or business, or on a farm (comprising employees, employers and own account
 workers); or
- worked for one hour or more without pay in a family business or on a farm (i.e. contributing family workers); or
- were employees who had a job but were not at work and were:
 - away from work for less than four weeks up to the end of the reference week; or
 - away from work for more than four weeks up to the end of the reference week and received pay for some or all of the four week period to the end of the reference week; or
 - away from work as a standard work or shift arrangement; or
 - on strike or locked out; or
 - on workers' compensation and expected to return to their job; or
- were employers or own account workers, who had a job, business or farm, but were not at work.

UNEMPLOYED

Unemployed persons are those aged 15 years and over who were not employed during the reference week, and:

- had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week and were available for work in the reference week; or
- were waiting to start a new job within four weeks from the end of the reference week, and could have started in the reference week if the job had been available then.

NOT IN THE LABOUR FORCE

Persons *not in the labour force* are those who were not in the categories employed or unemployed, as defined. They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), members of contemplative religious orders, and persons whose only activity during the reference period was unpaid voluntary work for a charitable institution.

THE LABOUR FORCE SURVEY QUESTIONNAIRE

OVERVIEW

The questionnaire discussed in this paper is that used in almost all LFS interviews. However, other survey forms are used in special circumstances. A self-enumeration form may be used where it is not possible for an interview to take place — for instance, where contact cannot be made with the occupants of selected dwellings or when a respondent refuses to be interviewed but will complete a form. A customised form is also used for Indigenous people living in sparsely settled areas and Indigenous communities when interviewers encounter significant cultural and language difficulties, or when other operational difficulties occur such as the availability of suitably trained and skilled interviewers.

HISTORICAL
QUESTIONNAIRE
DEVELOPMENTS

Since the inception of the LFS in 1960, the survey questionnaire has undergone a number of developments. These developments have been required to maintain the integrity of the data and the efficiency of the collection. However, to provide a high degree of consistency and comparability over time, changes to the questionnaire have been infrequent. Details of the questionnaire developments have been published in *Information Paper: Questionnaires Used in the Labour Force Survey* (cat. no. 6232.0) in March 1978, December 1981, August 1984, June 1986, June 1991, March 1993 and May 2001. A summary of the major questionnaire changes is included in the Appendix. A detailed history of changes to the LFS questionnaire and the survey methodology is documented in *Labour Statistics: Concepts, Sources and Methods*, available on the ABS web site <www.abs.gov.au> (Themes — Labour).

THE CURRENT
QUESTIONNAIRE—
IMPLEMENTED IN
FEBRUARY 2003

The current questionnaire, implemented in February 2003, is attached. It differs from the questionnaire used since April 2001 in one respect only. In February 2003 an additional question was included to provide more detailed data on underemployment. The question identifies part-time workers who would prefer to work more hours and would be available to work more hours within four weeks.

In April 2001, the ABS introduced a redesigned LFS questionnaire. This was the first substantial change to the questionnaire since the inception of the monthly survey in February 1978. The questionnaire changes introduced in April 2001 are described fully in *Information Paper: Implementing the Redesigned Labour Force Survey Questionnaire* (cat. no. 6295.0).

COMPUTER ASSISTED INTERVIEWING

Between October 2003 and August 2004 the ABS progressively implemented computer assisted interviewing (CAI) into the LFS. Under CAI, interviewers record responses directly onto an electronic questionnaire in a laptop computer. Previously, survey responses were recorded onto a paper questionnaire.

To reduce the potential impact on survey estimates, CAI was introduced with minimal change to the LFS questionnaire and processes. However, the use of CAI can result in significant benefits over pen and paper, such as applying edit checks during the interview to improve data quality.

GUIDELINES FOR FOLLOWING THE QUESTIONNAIRE

OVERVIEW

The attached questionnaire is used for the February, May, August and November surveys. For the remaining months of the year a slightly modified questionnaire is used which excludes questions collecting information about underemployment, occupation and industry, job tenure, and last job details for unemployed persons: that is, questions 60 to 72 and questions 88 to 91.

The LFS questionnaire may appear formidable if simply read through from beginning to end. However, in practice, only a subset of the questions are asked of each person. Interviewers follow the sequencing of the questionnaire to ensure that only questions appropriate to each person's labour force experience are asked during the interview.

In the months where there are supplementary survey questions attached to the main labour force questionnaire, respondents are sequenced to question 94, as shown on the attached questionnaire, when all of the appropriate labour force questions have been asked.

The questionnaire is structured so that details are collected broadly as follows:

Questions 1-17

Demographic and survey control information.

Questions 19-24

Filter questions to identify those most likely to be employed (people who respond 'yes' to questions 19–21), to identify those most likely to be unemployed (people who answer 'yes' to questions 22–24), and to determine the majority of persons not in the labour force.

Questions 25-72

Identify employed persons and obtain information on employment characteristics, including actual and usual hours worked, underemployment, occupation and industry, and job tenure.

Questions 73-93

Identify unemployed persons and obtain information on unemployment related characteristics, including duration of unemployment, occupation and industry of last job, and reasons for leaving last job.

IDENTIFYING LABOUR FORCE STATUS

Labour force status is derived by asking a series of questions about a person's work-related activities in the reference period. Some guidelines for identifying labour force status from the current questionnaire are provided below.

Identifying employed persons from the questionnaire

Persons who respond (in questions 19 to 21) that they worked in a job, business or farm, or in a family business without pay, or that they had a job they were away from in the reference week, are sequenced to further questions that confirm their status as employed. Although people will be sequenced through various question paths as applicable to their labour force experience, employed people can be identified from the questionnaire when one of the following conditions is met:

- the person worked in a job, business or farm, or in a family business without pay, for one hour or more in the reference week, as reported in question 39; or
- the person was away from work during the reference week (or worked less than one hour during the reference week), but maintained job attachment in the reference week (see employed definition), and usually works one hour or more, as determined in question 59.

GUIDELINES FOR FOLLOWING THE QUESTIONNAIRE continued

Identifying unemployed persons from the questionnaire

Persons who did not have a job but had been looking for work in the four weeks to the end of the reference week (as reported in questions 22 and 23), and people who, although they report that they have a job, fail to satisfy the employed criteria as specified above, are sequenced to further questions to determine if they are unemployed. In order for a person to be classified as unemployed, one of the following conditions must be met:

- the person took an active step to find work in the four weeks to the end of the reference week, that is, they answer one of categories 01 to 07 in Question 75, and the person was available to start work in the reference week (including 'Don't know' responses), determined by question 76; or
- the person was waiting to start a job they had already obtained, as reported in question 24, 77 or 81; and would be starting that work within four weeks, as reported in question 78 or 82; and could have started in the reference week if the work had been available then, as reported in question 83.

Identifying persons not in the labour force from the questionnaire In the LFS, persons not in the labour force are simply identified as the residual population who do not meet the criteria to be classified as either employed or unemployed.

Most people not in the labour force are identified at the beginning of the questionnaire, so that they are not asked questions that do not apply to them. These people are identified in the questionnaire as follows:

- institutionalised persons and boarding school pupils as identified in Question 6; or
- persons permanently unable to work as identified in question 19; or
- persons aged 65 years or over who respond that they are permanently not intending to work in questions 19 to 23; or
- persons who did not do any work in the reference week, and were not away from a job in the reference week, and had not looked for any work in the four weeks to the end of the reference week, and were not waiting to start a job they had already obtained. These people will answer 'no' to questions 19 to 24.

The balance of people who are not in the labour force are identified later in the questionnaire, if they have failed to meet all the criteria to be classified as either employed or unemployed. Specifically:

- persons identified in the filter questions (19 to 23) as likely to be employed or unemployed, but not confirmed by further questions; and not waiting to start a job they had already obtained, as reported in question 81.
- persons waiting to start a job they had already obtained, but not within the next four weeks, at question 78 or 82.
- persons waiting to start a job they had already obtained and would be starting that work within four weeks, but could not have started in the reference week if the work has been available then, as reported in question 83.

GUIDELINES FOR FOLLOWING THE QUESTIONNAIRE continued

QUESTIONNAIRE CONVENTIONS Different type faces are used throughout the questionnaire to indicate to interviewers how the questions should be asked. The conventions used in the questionnaire are outlined below:

- *Capital letters* are used for all questions to be read out fully by the interviewer. For some questions (e.g. questions 64 and 75) the interviewer must also read out the categories down the page until a positive response is given.
- Lower case is used for the coding of answers given by the respondents and are not read out by the interviewer.
- Italics are used for all instructions to interviewers and are also not read out to respondents.
- Brackets are used to separate parts of the question that only need to be asked if applicable to the person, based on previous question responses.

The LFS is conducted on the basis that any responsible adult (ARA) should usually be able to answer the questions on behalf of all other household members. In the questionnaire, sets of five dots (e.g '.....') are used where a name or a pronoun is to be inserted to reference the person about whom the question is being asked. For example, 'you', 'your husband', 'his', 'her', 'Mrs Smith', may be appropriate references.

FURTHER INFORMATION

RELATED PUBLICATIONS

Users may wish to refer to the following publications which relate to the LFS and are available on request:

Information Paper: Forthcoming Changes to Labour Force Statistics (cat. no. 6292.0) — last issued 16 December 2003

Information Paper: Implementing the Redesigned Labour Force Survey Questionnaire (cat. no. 6295.0) — last issued 3 May 2001

Information Paper: Labour Force Survey Standard Errors (cat. no. 6298.0) — last issued 15 December 2003

Information Paper: Labour Force Survey Sample Design (cat. no. 6269.0) — last issued 11 February 2003

Labour Force, Australia (cat. no. 6202.0) — issued monthly

Australian Labour Market Statistics (cat.no. 6105.0) — issued quarterly

Also available on the ABS web site <www.abs.gov.au> (Themes — Labour) is *Labour Statistics: Concepts, Sources and Methods*, which provides detailed information on both the LFS and the Supplementary surveys mentioned earlier.

Current publications and other products released by the ABS are listed in *Catalogue of Publications and Products* (cat. no. 1101.0). The catalogue is available from any ABS office or the ABS web site <www.abs.gov.au> (Products and Services). The ABS also issues a daily Release Advice on the web site (Information on Releases) which details products to be released in the week ahead.

CONTACT OFFICER

For further information about the Labour Force Survey questionnaire, please contact:

Peter Bradbury Labour Force Estimates

Australian Bureau of Statistics

PO Box 10

BELCONNEN ACT 2616 Facsimile: (02) 6252 7784 Telephone: (02) 6252 6565

Email: peter.bradbury@abs.gov.au

APPENDIX MAJOR CHANGES TO THE LABOUR FORCE SURVEY

NOV 1960	Quarterly survey commenced.
	State Capital cities only, including persons aged 14 years and over, but excluding the Indigenous population. Sample of 1% of households Australia wide, with 1/8 rotation in private dwellings and 1/4 rotation in other dwellings.
FEB 1964	Quarterly national survey commenced. Capital city series continue in absence of release of national series. Capital city estimates and population benchmarks based on 1961 Census data.
AUG 1966	Scope of survey population reduced to persons aged 15 years and over, due to changes in the school leaving age and to conform with definitions used in the 1966 Population Census. Indigenous population included. Additional questions introduced on the steps taken to find a job by persons looking for work.
	The grouping of hours worked changed to reflect recommendations from International Conference of Labour Statisticians of 1961.
AUG 1967	Additional questions introduced to better identify employees of incorporated enterprises (some of whom had previously been incorrectly classified as employers or self-employed).
FEB 1972	Questions seeking information on country of birth and year of arrival in Australia introduced.
FEB 1975	Persons who were not employed were asked whether they were looking for work during the previous four weeks, instead of during the previous week only (i.e. the reference week). Those who were looking for work during this period were asked whether they would have been able to take a job in the reference week had one become available.
FEB 1978	Monthly national survey commenced. The Labour Force Survey adopted as the official source of unemployment statistics. New questionnaire, with substantial redesign of question wording, structure and sequence to improve data quality collected on 0.5% sample. Changes included separate questions on looking for full-time/looking for part-time job; active search more clearly identified; availability and future starters better identified. Some impact on employed, main impact on unemployed seeking part-time work.
NOV 1981	Minor amendments made to questions which seek to determine whether or not persons reporting that they were looking for work had taken active steps to find a job during the previous four weeks. No impact on data or definitions.
OCT 1982	Additional questions to identify usual residence and family relationship, with marital status questions reworded and de facto relationships coded as married.
	An additional response category was included to identify persons whose standard working arrangements were less than 35 hours in the reference week.
APR 1986	The questionnaire was amended to reflect a revised definition of employed persons, to include persons working 1 to 14 hours without pay in a family business or farm. This revised definition aligned the Australian labour force concepts with a set of changed international definitions adopted by the 13th International Conference of Labour Statisticians in October 1982. In consequence, there was a significant break in series for employed, employed part-time, unemployed and related unemployment rates. The number of questions was also increased to accommodate additional topics, for example, persons aged 15–24 attending an educational institution full time.
NOV 1989	Optical Mark Recognition questionnaire design and data capture method introduced.

APPENDIX MAJOR CHANGES TO THE LABOUR FORCE SURVEY continued

AUG 1996 TO FEB 1997 Telephone interviewing implemented progressively. Initial impact on data dissipated by

end of implementation period.

FEB 2000 Computer assisted coding introduced for industry and occupation in place of manual

coding and reference to the ABS Business Register. Breaks in series for Status in

employment, Industry and Occupation series.

APR 2001 New questionnaire implemented to better reflect contemporary labour market

developments, as well as reflecting developments in international standards and practices for collecting labour force statistics. A small number of definitions were modified and some additional data items included to provide more precise, more consistent and more detailed data. New or extended information was introduced on job tenure, underemployment, hours worked, duration of unemployment, and marginal attachment to the labour force. The format of the questionnaire was improved, and the question wording updated to improve the efficiency of the survey, enhance the quality of

the data collected, and reflect current terminology or labour market conditions.

FEB 2003 An additional question was added to identify underemployed workers available to start

extra hours within 4 weeks.

OCT 2003 TO AUG 2004 Computer Assisted Interviewing implemented progressively. Analyses confirmed that

CAI had not materially affected aggregate estimates.

FEB 2004 The definition of unemployed persons was changed to include 'future starters' (persons

who had not actively looked for work because they were waiting to start a new job within four weeks from the end of the survey reference week, and could have started in the reference week if the job had been available then). These persons had previously been classified as not in the labour force. Historical series from April 2001 were revised to the

new basis as part of the benchmark revision undertaken at the same time.

IN CONFIDENCE



MONTHLY POPULATION SURVEY MAY 2004

PSU	BLOCK	DWELLING	НН	PERSON				_	
######################################				명광 급 원 원 유 원 유 관 명 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문	Schedule of from person him/hersel, Other Resp Adult 1B. Schedule of by phone Schedule of face to face	n f ponsibl btaine btaine	1 d 2		
09 10 0 14 15 1 2. SEX	16 07 08 11 12 13 16 17 18	THE WHE A. If kn en	SUBUF RE respond ows po	stcode, ow de <mark>nt</mark>	N LIVES?	8B.	YEAR OF AR	RIVAL	
		Suburb City/Town State When editin postcode be	g, enter	ask for:	3		INDIGENOUS No	slander	2
4. PERSON TYPE Usual resident of (Complete Q.12 to Q.15 when editin Visitor to P.D	o g) 2.8A			22 1 23 1 24 1 25 1 26 1 27 1	## ##	10.	Sequence Guia If aged 25 ye or more If aged 20-24 years If still at sch Otherwise	$\begin{array}{ccc} ears & & & & & & & & & \\ & \cdots & & & & & & & &$	2.17 = 2 2.18 = 3
S.D	TUS s with a er	8A. COU Australia → Q. England New Zeala	9 T	1 2102 1 1201 1 3104 1 5105	○	11.	DATE LEFT S Enter month and year → Q.17	01 02 03 04 04 05 06 07 08 09 09 10 11	1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2002 2003
S.D. Institutional person (No more questi S.D. Boarding s pupil (No more questi S.D. Other	ons) chool ons)		s	3207 4 5 2304 6 7 5204 8	2 2 2 2 4 4 4 4 4 5 5 5 5 5 6 6 6 6 6 6 6 6 2 2 2 2 2 2 2				

FORM S1 2

12.	HOUSEHOLD TYPE (PSO)	16. OFFICE USE ONLY						
	1 (Nothing further) 1 2 2 3 4 5 5 6 (Complete Q.14) 6 7 (Complete Q.15) 7 8 (Complete Q.14) 8 9 (Nothing further) 9	A Relationship		B Family number		C Children 0-14 years		
13. 14.	Husband (Complete Q.15)	D UR scope/coveragexclusion		E ncomplete H/H, L/U	F Schedul initial resp		G Schedule, final response	
	nothing further. If Household Type 4, 5, 7 or 8 in Q.12, enter number of children aged 0 to 14 years.	H	J 中空 安 安 安 安 安	K 中全型量量量量量	L 中分分子为6分子9	M ++++++++++++++++++++++++++++++++++++	N 용	
		Interviewe number	r	We	eek		Workload number	
		\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	1 2 3 4 5 5 6 7	<u>+</u>		+ + + + + + + + + + + + + + + + + + +		######################################

FORM S1

17.	IS CURRENTLY A <u>FULL-TIME</u> STUDENT AT A TAFE, UNIVERSITY OR OTHER EDUCATIONAL INSTITUTION?	24.	(YOU TOLD ME THAT DIDN'T LOOK FOR WORK DURING THE LAST 4 WEEKS.)
	Yes 1		WAS THAT BECAUSE WAS WAITING TO START WORK HAD ALREADY OBTAINED?
	No 2		Yes → Q.82 = 1
	Dec, Jan, Feb only - Not known, unclear		No → Q.94 🗀 2
18.	Interviewer: Read statement for the first person to be interviewed in the household, or if the respondent changes.	25.	DID HAVE MORE THAN 1 JOB OR BUSINESS LAST WEEK?
	I WOULD LIKE TO ASK ABOUT LAST WEEK, THAT IS, THE WEEK STARTING MONDAY THE AND ENDING (LAST SUNDAY THE/YESTERDAY).		Yes
19.	LAST WEEK, DID DO ANY WORK AT ALL IN A JOB, BUSINESS OR FARM?	26.	WAS THAT BECAUSE CHANGED JOBS DURING THE WEEK?
	Yes → Q.25 1		Yes
	No	27A.	THE NEXT FEW QUESTIONS ARE ABOUT THE WORK DOES NOW.
	→ 0.94 3		
	Permanently not intending to work (if aged $65 + only$) \rightarrow $Q.94$	27B.	THE NEXT FEW QUESTIONS ARE ABOUT THE JOB OR BUSINESS IN WHICH USUALLY WORKS THE MOST HOURS, THAT IS, MAIN JOB.
20.	LAST WEEK, DID DO ANY WORK WITHOUT PAY IN A FAMILY BUSINESS?	28.	DID WORK FOR AN EMPLOYER, OR IN OWN BUSINESS?
	Yes → Q.25 🖵 1		Employer 1
	No		Own business \rightarrow $Q.31$ \longrightarrow 2
	Permanently not intending to work		Other/Uncertain \rightarrow $Q.30$ $\stackrel{\square}{=}$ 3
21.	(if aged $65 + only$) $\rightarrow Q.94 \implies 3$ DID HAVE A JOB, BUSINESS OR FARM	29.	IS PAID A WAGE OR SALARY, $\overline{\text{OR}}$ SOME OTHER FORM OF PAYMENT?
	THAT WAS AWAY FROM BECAUSE OF HOLIDAYS, SICKNESS OR ANY OTHER REASON?		Wage/Salary → <i>Q.33</i>
	Yes → Q.45 🖵 1		Other/Uncertain 2
	No	30.	WHAT ARE (WORKING/PAYMENT) ARRANGEMENTS?
	Permanently not intending to work (if aged 65+ only) \rightarrow Q.94 \longrightarrow 3		Unpaid voluntary work $\rightarrow Q.73 \rightleftharpoons 01$
22.	AT ANY TIME DURING THE LAST 4 WEEKS HAS		Contractor/Subcontractor 02
	BEEN LOOKING FOR FULL-TIME WORK?		Own business/Partnership 03
	Yes → Q.75 1		Commission only 04
	No 2		Commission with retainer \rightarrow $Q.33$ \bigcirc 05
	Permanently not intending to work (if aged 65+ only) \rightarrow Q.94 \longrightarrow 3		In a family business without pay
23.	HAS BEEN LOOKING FOR PART-TIME WORK AT ANY TIME DURING THE LAST 4 WEEKS?		Payment in kind $\rightarrow Q.33$ 07
	Yes → Q.75 = 1		Paid by the piece/ item produced → Q.33 = 08
	No 2		Wage/salary earner $\rightarrow Q.33$ \bigcirc 09
	Permanently not intending to work (if aged 65+ only) \rightarrow Q.94 \longrightarrow 3		Other → Q.33 🗖 10
		-	

31.	DOES HAVE EMPLOYEES (IN THAT BUSINESS)? Yes 1	40.	HOW MANY HOURS DOES <u>USUALLY</u> WORK EACH WEEK IN (THAT JOB/THAT BUSINESS/ALL JOBS)?
	No 2		\$\text{\$\phi\$} \text{\$\phi\$} \
32.	IS THAT BUSINESS INCORPORATED?	a	35 hours or more
	Yes 1		1 - 34 hours → Q.60
	No 2		7.7
33.	I WOULD NOW LIKE TO ASK ABOUT WHEN WORKED (IN MAIN JOB) <u>LAST WEEK</u> .	b	Less than 1 hour/ No hours
	[REMEMBERING THAT (Day) WAS A PUBLIC HOLIDAY,] DID WORK (IN THAT JOB) ON	41.	→ Q.65
	MON TUES WED THU FRI SAT SUN?	42.	HOW MANY HOURS DOES <u>USUALLY</u> WORK EACH WEEK IN (THAT JOB/THAT BUSINESS/ ALL JOBS)?
Y	$\begin{array}{cccccccccccccccccccccccccccccccccccc$		фф
	No 2	а	35 hours or more
			3 3 4 4
34.	Sequence Guide		1 - 34 hours → Q.60
	. If no days worked in Q.33 \rightarrow Q.39 \rightleftharpoons 1	b	Less than 1 hour/
	. If Q.31 answered \rightarrow Q.37 \rightleftharpoons 2		No hours $\rightarrow Q.60$
	. Otherwise → Q.35 = 3	43.	WHAT WAS THE MAIN REASON WORKED LESS THAN 35 HOURS LAST WEEK?
35.	ON THE DAYS THAT WORKED (IN THAT JOB), DID HAVE ANY TIME OFF?		Holiday/Flextime/Study/ Personal reasons 1
	Yes		Own illness or injury/Sick leave ${=}$ 2
21	No	-	Standard work arrangements/ Shift work/RDO
36.	DID WORK ANY EXTRA HOURS OR OVERTIME?		Stood down/On short time/
	Yes 1		Insufficient work 4
	No 2	4	Bad weather/Plant breakdown 5
37.	Sequence Guide		Began/left/lost job during week 6
	. If only 1 job/business ('2' in Q.25 or '1' in Q.26) → Q.39 ☐ 1		On strike/Locked out/ Industrial dispute
	. Otherwis <mark>e</mark>		Other 8
38.	HOW MANY HOURS DID ACTUALLY	44.	→ Q.65
	WORK IN MAIN JOB LAST WEEK (LESS THE TIME OFF) (BUT) (COUNTING THE EXTRA HOURS WORKED)?	45.	DID HAVE MORE THAN 1 JOB OR BUSINESS LAST WEEK?
	1 hour or more		Yes 1
а	1 Hour of Hiore		No → Q.47 📥 2
b	Less than 1 hour/ No hours	46.	THE NEXT FEW QUESTIONS ARE ABOUT THE JOB OR BUSINESS IN WHICH USUALLY WORKS THE
39.	HOW MANY HOURS DID <u>ACTUALLY</u> WORK (IN <u>ALL</u> JOBS) LAST WEEK (LESS THE TIME OFF) (BUT) (COUNTING THE EXTRA HOURS WORKED)?	47.	MOST HOURS. DOES WORK FOR AN EMPLOYER, OR IN OWN
			BUSINESS?
а	35 hours or more 2 2 2		Employer 1
	31 31		Own business \rightarrow $Q.50 \rightarrow 2$
	1-34 hours → Q.42		Other/Uncertain \rightarrow $Q.49 \perp 3$
b	Less than 1 hour/ No hours		
T .			

FORM S1

48.	IS PAID A WAGE OR SALARY, <u>OR</u> SOME OTHER FORM OF PAYMENT?	54.	WAS ON WORKERS' COMPENSATION LAST WEEK?
	Wage/Salary → <i>Q.53</i> 🙀 1		Yes 1
	Other/Uncertain 2		No → Q.56 _ 2
49.	WHAT ARE (WORKING/PAYMENT) ARRANGEMENTS?	55.	WILL BE RETURNING TO WORK FOR EMPLOYER?
	Unpaid voluntary work $\rightarrow Q.73 \rightleftharpoons 01$		Yes → <i>Q.59</i> □ 1
	Contractor/Subcontractor 02		No → <i>Q.73</i> _ 2
	Own business/Partnership 03		Don't know → <i>Q.73</i> 📥 3
	Commission only 04	56.	UP UNTIL THE END OF LAST WEEK, HOW LONG
	Commission with retainer $\rightarrow Q.53$ 05		HAD BEEN AWAY FROM WORK?
	In a family business without pay $\dots \dots \longrightarrow Q.73 \longrightarrow 06$		Less than 4 weeks → Q.59 □ 1
	Payment in kind $\rightarrow Q.53$ 07		4 weeks or more 2
	Paid by the piece/ item produced → Q.53 □ 08	57.	WAS PAID, OR WILL BE PAID, FOR ANY PART OF THE LAST 4 WEEKS?
	Wage/salary earner $\rightarrow Q.53$ \bigcirc 09		Yes → Q.59 → 1
	Other → Q.53 □ 10		No → Q.73 📥 2
50.	DOES HAVE EMPLOYEES (IN THAT BUSINESS)?	58.	WHAT WAS THE MAIN REASON WAS AWAY FROM WORK LAST WEEK?
	Yes 1	1	Holiday/Study/Personal reasons 1
	No		Own illness or injury 2
51.	IS THAT BUSINESS INCORPORATED?		No work available/Not enough
	Yes → Q.53 → 1		work
	No 2		Locked out/Industrial dispute 4
52.	→ Q.58		Bad weather/Plant breakdown
53.	WHAT WAS THE MAIN REASON WAS AWAY FROM WORK LAST WEEK?	59.	HOW MANY HOURS DOES <u>USUALLY</u> WORK EACH WEEK IN (THAT JOB/THAT BUSINESS/
	Holiday/Flextime/Study/ Personal reasons → Q.56 — 1		ALL JOBS)?
	Own illness or injury/Sick leave 2	а	35 hours or more
	No work available/ Not enough work → Q.56 □ 3		→ Q.65
	Standard work arrangements/		1 - 34 hours
	Shift work	b	Less than 1 hour/ No hours $\longrightarrow Q.73$
	On strike/Locked out/ Industrial dispute → Q.59 5	۲0	~ —
	Stood down → Q.56 _ 6	60.	WOULD PREFER TO WORK MORE HOURS THAN <u>USUALLY</u> WORKS?
	Bad weather/ Plant breakdown → Q.56		Yes 1
	Other → Q.56 ≜ 8		No
			Don't know
		61.	<u>LAST WEEK,</u> WAS AVAILABLE TO WORK MORE HOURS THAN USUALLY WORKS?
			Yes → <i>Q.62</i> 1
			No 2
		1	

5

61A. 62.	IN THE NEXT 4 WEEKS, WOULD BE AVAILABLE TO WORK MORE HOURS TO USUALLY WORKS? Yes No	1 2		WHAT KIND OF BUSINESS OR SERVICE IS CARRIED OUT BY (EMPLOYER AT THE PLACE WHERE WORKS/ BUSINESS)?	######################################
	Yes	T			7777 888 9999
63.	DOES WANT TO WORK 35 HOURS O WEEK?	R MORE A	67.	WHAT IS THE NAME OF (EMPLOYER/B	USINESS)?
	Yes	T			
64.	AT ANY TIME IN THE LAST 4 WEEKS H	AS			—
	(ASKED CURRENT EMPLOYER FOR MORE HOURS?)	🗖 01			2
	WRITTEN, PHONED OR APPLIED IN PERSON TO (AN/ANOTHER) EMPLOY		68.	HAS WORKED (FOR EMPLOYER/IN BUSINESS) FOR 12 MONTHS OR MORE?	
	FOR WORK?			Yes/More → <i>Q.70</i>	
	ANSWERED AN ADVERTISEMENT FOR A JOB?	🗖 03		No/Less	<u></u> 2
	LOOKED IN NEWSPAPERS?		69.	HOW MANY MONTHS HAS WORKED (FOR EMPLOYER/IN BUSINESS)?	(1) (1) (1) (1) (2)
	Yes 🖵				- <u>-</u>
	No 📥			Months	5
	CHECKED FACTORY NOTICE BOARD OR USED THE TOUCHSCREENS AT CENTRELINK OFFICES?				-
	AT ANY TIME IN THE LAST 4 WEEKS HAS		70.	DOES EXPECT TO BE WORKING (FOR EMPLOYER/IN BUSINESS) IN 12 MONT	
	BEEN REGISTERED WITH CENTRELIN			Yes/Don't know → <i>Q.94</i>	〒 1
	AS A JOBSEEKER?			No/Depends	2
	CHECKED OR REGISTERED WITH AN EMPLOYMENT AGENCY?	📥 06	71.	WHAT IS THE <u>MAIN</u> REASON (EXPECT: FINISH WORK (FOR EMPLOYER/IN IN THE NEXT 12 MONTHS?	S TO/MAY) BUSINESS)
	DONE ANYTHING ELSE TO FIND A JO			Changing jobs/Seeking other	
	Advertised or tendered for work	T		employment	⊤ 1
	Contacted friends/relatives Other	T		Returning to study/Travel/ Family reasons	2
	Only looked in newspapers			Retiring	3
	None of these			Seasonal/Temporary job/ Fixed contract	4
65.	WHAT (WAS/IS) OCCUPATION IN (THAT/ MAIN) (JOB/BUSINESS)?			Employer/business closing down/downsizing	5
(Titl	e)			Other	6
			72.	→ Q.94	
	WHAT (WERE/ARE) MAIN TASKS AND DUTIES? in tasks/duties)	######################################			

FORM S1 7

73.	AT ANY TIME DURING THE LAST 4 WEEKS HAS BEEN LOOKING FOR FULL-TIME WORK?	79.	COULD START IN THE NEXT 4 WEEKS IF WORK WAS AVAILABLE?		
	Yes → <i>Q.75</i> 🙀 1		Yes 1		
	No 2		No 2		
74.	HAS BEEN LOOKING FOR PART-TIME WORK AT ANY TIME DURING THE LAST 4 WEEKS?	80.	→ Q.94		
	Yes 1	81A.	(YOU TOLD ME THAT DIDN'T LOOK FOR WORK DURING THE LAST 4 WEEKS.)		
	No → Q.8IA 🛓 2		WAS THAT BECAUSE WAS WAITING TO START		
75.	AT ANY TIME IN THE LAST 4 WEEKS HAS		(PAID) WORK HAD ALREADY OBTAINED?		
	WRITTEN, PHONED OR APPLIED IN PERSON TO AN EMPLOYER FOR WORK?	81B.	LAST WEEK, WAS WAITING TO START (PAID) WORK HAD ALREADY OBTAINED?		
	ANSWERED AN ADVERTISEMENT FOR A JOB?		Yes 1 No → Q.94		
	LOOKED IN NEWSPAPERS?	82.	WILL BE STARTING THAT WORK IN THE NEXT 4 WEEKS?		
	Yes		Yes 1		
	No 占		No → 0.94 2		
	CHECKED FACTORY NOTICE BOARDS, OR USED THE TOUCHSCREENS AT CENTRELINK OFFICES?	83.	COULD HAVE STARTED LAST WEEK		
	AT ANY TIME IN THE LAST 4 WEEKS		IF THAT WORK HAD BEEN AVAILABLE? Yes		
	HAS		No → 0.94 2		
	BEEN REGISTERED WITH CENTRELINK AS A JOBSEEKER?	84.	WILL THAT WORK BE FULL-TIME?		
	CHECKED OR REGISTERED WITH AN EMPLOYMENT AGENCY?		Yes/Full-time 1		
	DONE ANYTHING ELSE TO FIND A JOB?		No/Part-time 2		
	Advertised or tendered for work 06	85.	WHEN DID BEGIN LOOKING FOR WORK?		
	Contacted friends/relatives 07	а	Enter date		
	Other → <i>Q.81B</i> — 08		Less than		
	Only looked in newspapers $\rightarrow Q.81B = 09$		2 years ago DD MM YY		
	None of these		2 years to less than 5 years ago/		
76.	IF HAD FOUND A (PART-TIME) JOB COULD HAVE STARTED WORK LAST WEEK?		5 years or more ago		
	Yes → <i>Q.85</i> 📮 1		YY		
	No 2		Day Month Year		
	Don't know				
77.	WHAT WERE THE REASONS COULD NOT HAVE STARTED WORK LAST WEEK?				
	Waiting to start a job = 1				
	Other → Q.79 → 2				
78.	WILL BE STARTING THAT WORK IN THE NEXT 4 WEEKS?	,	Did not look for work		
	Yes → <i>Q.83</i> 📮 1	b	Did not look for work		
	No 2				

86. WHEN DID LAST WORK FOR 2 W MORE?	EEKS OR	WHAT WAS THE MAIN REA WORKING IN JOB OR BU			
a Enter date		Lost job - (Retrenche redundant/Employer of business/Dismisse	went out		
Less than 2 years ago//	/	available etc.)	1		
DD MM	YY	Job ended/Temporary	//seasonal job 2		
MM	/ YY	Unsatisfactory work			
5 years or more ago		Own ill health or inju			
	YY				
Day Month	Year	Holiday job/Returned	I to studies \rightarrow 5		
	######################################	Self-employed: Busin down for economic r (Went broke/Liquida No supply or demand	easons ted/No work/ l etc.) 6		
\$ \$ \$ \$	8 8 9 9	DID USUALLY WORK 35 WEEK IN JOB OR BUSIN			
		Yes	→ Q.94 🙀 1		
		No			
b Has never worked	04	NAMES DID I AGENIONA	TOD ATTLE A ST A WEEKS		
(for 2 weeks or more) → <i>Q</i>	.94	WHEN DID LAST WORK IN A JOB OF 35 HOURS OR			
87. <u>Sequence Guide</u>					
. If less than 2 years ago in Q.86 →	Q.88 = 1	a Enter date			
	Q.92 = 2	Less than			
	2	2 years ago/	/		
88. WHAT WAS OCCUPATION IN THAT JOB OR BUSINESS?		DD	MM YY		
(Title)		2 years to less than 5 years ago/			
		5 years or	MM YY		
		more ago			
WHAT WERE MAIN TASKS AND	3 3 3 3		YY		
DUTIES?	4444	Day	Month Year		
(Main tasks/duties)	5 5 5 5 6 6 6 6	ф ф ф			
		2 2	2 2 2		
	9 9 9 9	3 3 4			
89. WHAT KIND OF BUSINESS OR SERV	ICE	与 顷	\$ \$ \$		
WAS CARRIED OUT BY EMPLOY	ER	7 8	7 77 8 88		
OR BUSINESS AT THE PLACE WHER WORKED?		9	9 9		
	2 2 2				
		b Has never worked in a job of			
	5 5 5 6 6 6	35+ hrs/week (for 2 weeks or more)			
	777				
	B B B 9 9 9	→ Q.94			
90. WHAT WAS THE NAME OF EMPL BUSINESS?	OYER OR	2,24			
	4				

FOR MORE INFORMATION

INTERNET www.abs.gov.au the ABS web site is the best place to

start for access to summary data from our latest publications, information about the ABS, advice about upcoming releases, our catalogue, and Australia Now—a

statistical profile.

LIBRARY A range of ABS publications is available from public and

tertiary libraries Australia-wide. Contact your nearest library to determine whether it has the ABS statistics you require,

or visit our web site for a list of libraries.

CPI INFOLINE For current and historical Consumer Price Index data, call

1902 981 074 (call cost 77c per minute).

DIAL-A-STATISTIC For the latest figures for National Accounts, Balance of

Payments, Labour Force, Average Weekly Earnings, Estimated Resident Population and the Consumer Price Index call 1900 986 400 (call cost 77c per minute).

INFORMATION SERVICE

Data already published that can be provided within five minutes will be free of charge. Our information consultants can also help you to access the full range of ABS information—ABS user pays services can be tailored to your needs, time frame and budget. Publications may be purchased. Specialists are on hand to help you with analytical or methodological advice.

PHONE 1300 135 070

EMAIL client.services@abs.gov.au

FAX 1300 135 211

POST Client Services, ABS, GPO Box 796, Sydney NSW 2001

WHY NOT SUBSCRIBE?

ABS subscription services provide regular, convenient and prompt deliveries of selected ABS publications and products as they are released. Email delivery of monthly and quarterly publications is available.

PHONE 1300 366 323

EMAIL subscriptions@abs.gov.au

FAX (03) 9615 7848

POST Subscription Services, ABS, GPO Box 2796Y,

Melbourne Vic 3001



RRP \$10.00